

# Certificate of Exemption

**Purchaser:** Complete this certificate and **give it to the seller.**

**Seller:** If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # \_\_\_\_\_.

☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name \_\_\_\_\_ Project description \_\_\_\_\_

Name of purchaser

City of Elk River

Business address

13065 Orono Parkway

City

Elk River

State

MN

Zip code

55330

Purchaser's tax ID number

8021856

State of issue

MN

If no tax ID number,

enter one of the following:

FEIN

41-6005124

Driver's license number/State issued ID number

state of issue

number

Name of seller from whom you are purchasing, leasing or renting

Seller's address

City

State

Zip code

**Type of business.** Circle the number that describes your business.

01 Accommodation and food services

02 Agricultural, forestry, fishing, hunting

03 Construction

04 Finance and insurance

05 Information, publishing and communications

06 Manufacturing

07 Mining

08 Real estate

09 Rental and leasing

10 Retail trade

11 Transportation and warehousing

12 Utilities

13 Wholesale trade

14 Business services

15 Professional services

16 Education and health-care services

17 Nonprofit organization

18 Government

19 Not a business (explain) \_\_\_\_\_

20 Other (explain) \_\_\_\_\_

**Reason for exemption.** Circle the letter that identifies the reason for the exemption.

A Federal government (department) \_\_\_\_\_

B Specific government exemption (from list on back)

City \_\_\_\_\_

C Tribal government (name) \_\_\_\_\_

D Foreign diplomat # \_\_\_\_\_

E Charitable organization # \_\_\_\_\_

F Educational organization # \_\_\_\_\_

G Religious organization # \_\_\_\_\_

H Resale

I Agricultural production

J Industrial production/manufacturing

K Direct pay authorization

L Multiple points of use (services, digital goods, or computer software delivered electronically)

M Direct mail

N Other (enter number from back page) \_\_\_\_\_

O Percentage exemption

☐ Advertising (enter percentage) \_\_\_\_\_ %

☐ Utilities (enter percentage) \_\_\_\_\_ %

☐ Electricity (enter percentage) \_\_\_\_\_ %

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser

Print name here

Lori Ziemer

Title

Asst. Finance Director

Date

12/09/13